



NURSE INSTRUCTOR,  
CORRECTIONAL FACILITY  
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678) to:

<b>By mail with:</b>	<b>or</b>	<b>In person with:</b>
<b>Department of Corrections and Rehabilitation</b>		<b>Department of Corrections and Rehabilitation</b>
<b>Selection Services Section</b>		<b>Selection Services Section</b>
<b>P.O. Box 942883</b>		<b>1515 “S” Street, Room 522-N</b>
<b>Sacramento, CA 94283-0001</b>		<b>Sacramento, CA 95811-7243</b>
<b>(916) 322-2545</b>		<b>(916) 322-2545</b>

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

HOW TO APPLY AT SAN QUENTIN STATE PRISON ONLY Applicants interested in employment at San Quentin State Prison may file their application by mail or apply in person at the below address between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. For questions regarding the examination process, contact the Delegated Testing Officer at (415) 454-1460 ext. 6395.

**San Quentin State Prison**  
**Attn: Delegated Testing Officer**  
**San Quentin, CA 94964**

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited as well as cellphones.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted and processed continuously. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S) **As of September 1, 2007**

**\$8,003.00 - \$9,278 per month** - This salary range applies **only** to Nurse Instructors, CF appointed to San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

**\$7,260.00 - \$8,824.00 per month** - This salary range applies **only** to Nurse Instructors, CF appointed to Adult Institutions, Juvenile Facilities and Division of Correctional Health Care Services, **except** San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

**Additional bonuses are offered only at Adult Institutions as indicated below:**

- \$1,500 one-time payment upon completion of one (1) qualifying pay period (applies to those appointed new to state service on or after 1/01/03).
- \$1,500 one-time payment upon completion of six (6) consecutive qualifying pay periods (applies to those appointed new to state service on or after 1/01/03).
- \$1,000 one-time payment upon completion of 18 consecutive qualifying pay periods (applies to those appointed new to state service on or after 1/01/03).

BENEFITS

- Evening and Night Shift Differential Pay:  
(Evening Shift: \$0.60 Per Hour - Night Shift: \$0.75 Per Hour)
- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services

BENEFITS, Continued	<ul style="list-style-type: none"><li>• Employee Assistance Program</li><li>• Work and Family Advisory Committee</li><li>• \$200 and 40 hours annually on Continuing Education Units</li><li>• Up to \$450 annual Uniform Allowance</li><li>• Reimbursement of License Renewal Fees (Actual Cost)</li><li>• California Public Employees' State Safety Retirement System (Exempt from paying into Federal Social Security System)</li><li>• Up to 32 hours of paid time off during a two-year period to attend continuing education classes/units to maintain license</li><li>• Educational funding may be available through the following programs (Contact a Health Care recruiter for additional information):<ul style="list-style-type: none"><li>❖ Federal Loan Repayment Program, administered by the National Health Services Corporation, offered at selected institutions</li><li>❖ Health Professions Education Foundation Scholarship and Loan Repayment Program offered at selected institutions</li></ul></li></ul>
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MINIMUM QUALIFICATIONS	<p><b><u>License:</u></b> Possession of a current license as a Registered Nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) <b><u>And</u></b></p> <p style="text-align: center;"><b><u>Either I</u></b></p> <p>Possession of a valid California standard designated subjects teaching credential with specialization in vocational trade and technical teaching or equivalent credential. (Applicants who do not possess the required credential may take the examination but before appointment must have on file with the State Department of Education an application to secure the credential and must secure the credential within 90 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)</p> <p style="text-align: center;"><b><u>Or II</u></b></p> <p>Two years of experience as a Registered Nurse in teaching nursing or in staff development.</p> <p style="text-align: center;"><b><u>Or III</u></b></p> <p><b><u>Experience:</u></b> One year of working experience as a Registered Nurse. (Possession of a Master's Degree in Nursing may be substituted for the required experience.) <b><u>And</u></b></p> <p><b><u>Education:</u></b> Possession of a bachelor's degree.</p> <p><b><u>Special Personal Characteristics:</u></b> Aptitude for and interest in teaching nursing; empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.</p> <p><b><u>Special Physical Characteristics:</u></b> Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates and/or wards.</p> <p>Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.</p> <p><b>Applicants must show their registered nurse License number, title, and expiration date on their Examination Application (Std. Form 678).</b></p>
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EXAMINATION PLAN	This examination will consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.
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ELIGIBLE LIST INFORMATION	The resulting eligible lists will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the lists in order of final scores, regardless of date. Eligibility expires <b>12</b> months after establishment, unless the needs of the service and conditions of the lists warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<p>A <b>Nurse Instructor, CF</b>, under general direction in a State correctional facility, teaches theory and clinical practice to nursing staff and student nurses; may conduct orientation and evaluation of skill level of new nursing staff; researches and develops classroom teaching modules; plans and conducts inmate and/or ward health care training programs; performs inmate and/or ward patient care activities; may serve in nursing shift lead capacity; makes reports and recommendations on the training of nursing service personnel; participates in the evaluation of education programs and in the development of education policies; confers with health care supervisors and advises them on training principles and practices; keeps records and prepares reports; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others or to property; maintains security of working area and work materials; inspects premises and searches inmates and/or wards for contraband, such as weapons or illegal drugs; and performs other related work.</p> <p>Positions exist with the Department of Corrections and Rehabilitation throughout the State.</p>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/  
CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and on line at [www.spb.ca.gov](http://www.spb.ca.gov).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**Veterans Preference:** California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Non-promotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS